

COURSE CODE

**BSB40515**

COURSE

## **Certificate IV in Business Administration**

**ENROL TODAY**

**TAFENSW.EDU.AU or 131 601**

### **WHY CHOOSE TAFE NSW?**



**Opens career doors.** Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



**Global prospects.** TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



**State-of-the-art facilities.** Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



**Industry exposure.** TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



**Recognised and respected.** TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

# Certificate IV in Business Administration

National Course Code: BSB40515 | TAFE NSW Code: BSB40515-01V05-19SGR-002

Qualification Level	Certificate IV
Study Type	Full Time
Course Start Date	22 Jul 2019
Hours Per Week	18
Duration	17 Weeks
Delivery Locations	St George College, Main Campus
Course Fees	<b>Subsidised Prices</b> First Qualification: \$1,580.00 Second Qualification: \$1,850.00 Traineeship: \$1,000.00 Concession: \$240.00 <b>Non-subsidised Prices</b> Full Fee: \$5,980.00
Course Features	Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government

## Course Description

This qualification is suited to a range of individuals who use well developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse information from a variety of sources.

They may provide leadership and guidance to others.

### Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

## Entry Requirements

There are no entry requirements for this qualification

## Information Sessions and more about the course

Study: you should plan to spend approximately 20 hours per week of your own time on research and writing tasks.

INFORMATION SESSION

For further information on our courses, please contact our Administration Office on 1300 360 601 or visit us at St George, Cnr Princes Highway and President Avenue, Kogarah, Building D, Level 2, Room D2.30.

It is strongly recommended that students have completed a Certificate III in Business Administration, or equivalent, or have intermediate computer skills in Word and Excel. Credit and Recognition of Prior Learning for relevant units of competency achieved should be granted.

### **MORE ABOUT THIS COURSE**

Did you know as a TAFE NSW student you have unlimited access to Lynda.com which is an online library of video courses in software, design, technology, communication, learning and business. These skills can help you to achieve your study goals. Visit the Student Portal to get started.

## **Attendance**

You will need to attend approximately 18 hours of class a week over 3 day per week. An indication of how your weekly timetable may look is: Monday, 9.30am to 3.00pm, Tuesday, 9.30am to 4.00pm and Wednesday, 9.00am to 4.30pm.

## **Fee Details**

Depending on your previous qualifications and experience your fee may decrease from the maximum shown.

Payment by instalment may also be available. Your fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process.

### **SMART AND SKILLED FEES**

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

The fee category that will apply to you depends on your eligibility and your individual circumstances. Your fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process.

For further information about eligibility and explanations of the different fee categories, visit <https://smartandskilled.nsw.gov.au/are-you-eligible>

### **PAYMENT OPTIONS AND ASSISTANCE**

Fees: <https://www.tafensw.edu.au/enrol/fees>

Payment - funding: <https://www.tafensw.edu.au/enrol/payment-funding>

### **ADDITIONAL RESOURCES**

Resource will be required to successfully complete this course and will cost approximately \$100.00.

## RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Find out more about recognition: <https://www.tafensw.edu.au/enrol/recognition-credit-transfers>

## How to Enrol

### GET YOUR UNIQUE STUDENT IDENTIFIER (USI)

Before you enrol you must have a Unique Student Identifier (USI). Visit <http://www.usi.gov.au/students/create-your-usi> to request a USI.

Find out more about [applying and enrolling](#).

## Units

BSBCUS402	Address customer needs
BSBADM407	Administer projects
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBCMM401	Make a presentation
BSBADM406	Organise business travel
BSBADM405	Organise meetings
BSBADM307	Organise schedules
BSBITU404	Produce complex desktop published documents

## Career Opportunities

Executive Assistant; Strata Managing Agent; Business Administration Officer; Accounts Supervisor